

**Frequently Asked Questions
about
Electronic Filing**

Q. How long will it take to receive my login and password so I can file electronically?

- A. If an attorney is not currently filing electronically with another U.S. District or Bankruptcy Court they must complete a 1.5 hour ECF Certification Class. Upon completion of the class, the attorney will receive a login and a password via email within five business days. For attorneys who are already authorized to file electronically with other courts, the account is set up and the login and password are sent within five business days after the Court has received an original signed registration form.

Q. How long does it take for an entry to appear on PACER after an attorney files a document electronically?

- A. The document is available within seconds, and an email notice to other parties in the case is sent immediately.

Q. How do I pay for electronically filed documents that require a filing fee?

- A. Any required fees for electronically filed documents must be paid within three business days of filing the document. If the fees are not paid timely, the document may be stricken or newly filed cases may be dismissed. For the convenience of the filer, the day after the documents are filed the system will send an invoice via email to the filer showing all filed documents with unpaid fees. Fees may be paid in person or by mail, or the invoice may be returned by fax with credit card information.

Q. How can I remove from the Court's records a document that I did not intend to file or that should not be a part of the public record?

- A. Once a document is a part of the Court's record, only an order from the Court gives the Clerk the authority to remove it. Prepare and file a motion to Seal, Strike or Expunge as appropriate. If the document will cause no harm, you may simply call the Court's ECF Help Desk at 866-358-6201 and request the entry be terminated and the docket be annotated to indicate the document was filed in error.

Q. Can I file a motion and an order together?

- A. Yes. When filing a motion, the motion should be the main document. A proposed order filed in accordance with Local Rules must be filed with the motion or response as an "attachment," meaning it is a separately saved file submitted as a part of the process of filing the main document. All other supporting documents (e.g., exhibits, affidavits, certificate of service) may be filed as "attachments" within the same entry.

Q. Before I prepare my Certificate of Service, I would like to find out what other

attorneys on the case are participating in the ECF system. How can I find out?

- A. Under the Utilities menu, select Mailings, then Mailing Info for a Case. Enter the case number and click the Submit button. You will receive a list of attorneys involved in the case and their email addresses. You will also see which attorneys need a hard copy of your filing, with the address of record for those attorneys.

Q. I'm having a hard time viewing some documents. My browser says "Done" at the bottom of my screen, but my screen is blank. What's wrong?

- A. This usually means your web browser's "Temporary Internet File" folder is full. Contact your IT department and ask that it be set up to clean itself out more frequently.

Q. Is there a size limit on electronically filed documents? Will I have a problem electronically filing large documents?

- A. Yes, a single file may not exceed 3 Megabytes. This is about 40 pages or less of scanned material, or around 600 pages of a document produced in a word processor and converted directly to Acrobat (PDF) format. If the document exceeds this limit, it must be broken down into sections for electronic filing. Following the Administrative Procedures for Electronic Filing requirement to "submit as exhibits or attachments those excerpts of the referenced documents that are material to the matter under consideration" (Administrative Procedures 2/1/2005, Section 5) will make it easier to avoid problems with file size.

Q. If I leave this firm to join a new firm or start my own practice, what should I do about my account?

- A. Your account remains yours, and you can continue to use it no matter which firm you are associated with. Change your account password when the staff using your account changes. Submit a Change of Address form to our Attorney Admissions office when you change firms. Update your email address for your account when you receive a new one. You are responsible for ensuring the Court has current information about you and the parties you represent.

Q. If I make a mistake in filing something, what can be done?

- A. Contact the Court's Electronic Filing Help Desk at 866-358-6201 immediately. The Help Desk representative will make the necessary corrections or give you instructions on making corrections.